# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Kitchen Assistant

# Department:

# Grade: [Single Status 2](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Intermeadate Care Service Chef

# Purpose of the Role:

# Milton Grange

Milton Grange is a 37 bedded, short term, intermediate care service which provides rehabilitation, personal care, and support to older people with physical and mental health needs. A day centre is also on site providing support as well as activities to people with a range of physical and mental health needs attending the day service.

The kitchen team are responsible for providing healthy and nutritial meals meeting dietary requirements for up to 80 people a day.

To assist the preparation, cooking and serving of hot and cold meals and undertaking cleaning of the kitchen and dining area in accordance with agreed schedules/rotas.

# Key tasks:

1. Undertake basic food preparation.
2. Undertake general kitchen and dining room duties e.g. laying and clearing of tables, washing up.
3. Make and serve hot drinks.
4. Undertake general cleaning within the kitchen and dining room areas e.g. cleaning work surfaces, floors, cupboards.
5. Clean kitchen equipment e.g. cookers, fridges.
6. Empty food waste bins.
7. Undertake other general light housekeeping duties e.g. defrosting fridge/freezers.
8. Complete any associated paperwork.
9. Participate in the process of Personal Development Plans and annual staff appraisal.

Recognising that ESCC is a large organisation with a number of over-arching priorities extending to all areas of our work, you should be aware of these Council priorities and proactively seek appropriate opportunities in your work/service area to contribute, in consultation with your line manager; in particular, but not limited to:

* Net zero emissions targets – reduce your work’s environmental impact.
* Equality, Diversity and Inclusion – contributing to an inclusive and supportive working environment.
* Making the best of our resources - ensuring awareness of the impact of what you do to maximise the use of public monies.

# PERSON SPECIFICATION

# Essential education and qualifications

1. Level 2 food preparation related qualification or willingness to complete Commis Chef (level 2) apprenticeship which will be funded by the Council.

For more information on apprenticeships and the training available for this position please visit our [apprenticeship page](https://www.eastsussex.gov.uk/jobs/apprenticeships/) on our website.

# Essential key skills, abilities, knowledge, experience, values and behaviours

1. Ability to plan and organise a varied workload, on occasion working to short deadlines.
2. Ability to communicate effectively with a range of people in a clear, concise and accurate manner, changing messages to suit different audiences.
3. Ability to work collaboratively as a member of a team and be able to develop professional relationships across teams and services to achieve shared aims.
4. Ability to understand instruction manuals and Health and Safety guidance.
5. Ability to prepare hot drinks.
6. Ability to serve, prepare and assist with cooking under supervision of the cook.
7. Ability to carry out kitchen cleaning to a high standard.
8. Ability to work flexibly and as part of a team.
9. A willingness to adhere to Departmental regulations, which include those on Health & Safety and manual handling.
10. A courteous and respectful approach towards the people that use the service.
11. A commitment to professional and personal development.

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | Yes |
| Shift / night work | Yes |
| Working with hazardous substances | Yes |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | Yes |
| Exposure to blood /body fluids | No |